



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 9/25/17	<u>Interviewer:</u> SGS / Mallory Sullivan	<b>RFA #17 – 55</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Assistant Professor [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED] faculty		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☒ Female ☐    Administrator ☐    Faculty ☐    Staff ☐    Student ☐  
 Concern Regarding:    Male ☐ Female ☐    Administrator ☐    Faculty ☐    Staff ☐    Student ☐

**Category:** *(Please check at least one)*

- |  |   |   |  |  |
|--|---|---|--|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color                      | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability          | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input checked="" type="checkbox"/> National Origin | <input checked="" type="checkbox"/> Race    | <input checked="" type="checkbox"/> Religion | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment          | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment          | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |   |   |  |  |

Time Line		
Date	Item	Comments
2/14/2017	[REDACTED] meets with MC at EO	Previous meeting with MC on 2-14-2017 to discuss discrimination (race) issues in [REDACTED] department. Meeting resolution was that [REDACTED] would write up his experiences and contact EO.
9/25/17	[REDACTED] writes to EO inbox seeking assistance on an EO issue	
	Mallory Sullivan t/c with [REDACTED]	
9/29/17	Mallory Sullivan receives [REDACTED] written statement	Reviewed complaint process and answers questions, provided a copy of 1600.02 and 1600.02A. Informed about retaliation and the standard of evidence in EO investigations. [REDACTED] described his experience and Mallory asked clarifying questions.

10/6/2017	SGS meeting with [REDACTED]	Discussed possible informal resolution options.
10/24/2017	Mallory met with [REDACTED]	Reviewed allegations, revised as and signed complaint form.
10/24/2017	SGS call to [REDACTED]	Allegations need to be revised.
		<b>**Converted to Formal</b> [REDACTED]